### 

**Logistics Operative**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job grade** | **Organisational Support (Level 1)** | **Reports to** | **Logistics Manager** |
| **Directorate** | **Zoos and Engagement** | **Function** | **Logistics** |
| **Contract** | **12-month FTC** | **Location** | **Whipsnade** |

**Responsibility for resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct line reports** | **N/A** | **Responsibility for other resources** | **N/A** |
| **Financial resources** | **N/A** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to support the Grounds and Logistics team at ZSL Whipsnade Zoo. You will be part of the team's mission to use sustainable and creative methods in achieving everyday tasks to work smarter and not harder.

You will be instrumental in supporting the team with their departmental goals and objectives and completing everyday tasks in various areas such as driving, maintaining and carrying out routine checks to a variety of vehicles. The role also includes at times the transportation of materials, animals, animal food, waste and assist with stores operations, the post room, animal food stores, warehouse and transport between Whipsnade Zoo and London Zoo.

**Key responsibilities**

* The job holder will be required to be able to drive various vehicles as required.
* Ensure that a high level of site presentation is promoted, this will include litter picking, the cleaning of various items and areas according to business need this includes all bins on site.
* To assist as required in the browse operation to harvest and supply for ZSL Zoos, between Whipsnade Zoo and London Zoo, as required.
* Assisting with setting up events or functions and erecting temporary fences e.g. Heras
* Clearing snow and salting.
* Manual handling required including lifting some heavy items, delivering/collecting items from internal and external locations.
* Carry out some routine health & safety inspections and record findings.
* To support with the training and supervision of less experienced ZSL staff when required.
* To ensure that ZSL’s tools and equipment are kept in good order and report any faulty tools or equipment to their line managers.
* To support, guide or oversee some non-ZSL personnel whilst on site - these may include contractors, inspectors or any other personnel that is required.
* Ensure that the vehicles are always clean and tidy - this will involve the post holder washing and cleaning vehicles.
* To support animal moves/collections both internally around site and externally to other zoo’s, animal collections and airports.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

|  |  |
| --- | --- |
| Experience | |
| Essential | * Full clean driving licence including C1 category. * The ability to work in all weather conditions. * A good standard of literacy and numeracy are essential. * Good communication skills |
| Desirable | * A knowledge of health and safety and best practice would be desirable. * Telehandler experience would be desirable, but if not, training would be given. |
| Knowledge and skills | |
| Essential | * To communicate effectively and confidently with ZSL colleagues, external organisations, contractors, suppliers and visitors. |
| Desirable | * A fair knowledge of computer/IT skills. |
| Additional requirements | |
| Essential | * This post will require extensive outside working with direct exposure to the weather and animals. * This post requires frequent work during weekends and bank holidays. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures. |